



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

REGIONAL PLANNER, IGR # 352

Assistant/Associate Regional Planner

Assistant Level: \$48,488 - \$63,035 Associate Level: \$56,526 - \$73,484

Internal Recruitment Only – Application Deadline, Friday, May 23, 2008

As the designated Regional Clearinghouse, SCAG reviews all plans, plan changes, and environmental reports submitted by local agencies for consistency with adopted regional plans and policies. This activity is based on SCAG's responsibilities as a regional planning organization pursuant to state and federal laws and regulations. Guidance provided by these reviews is intended to assist local agencies and project sponsors to take actions that contribute to the attainment of regional goals and policies. SCAG comments on regionally significant projects and presents to the Regional Council, through the various Committees, projects of regional significance.

This position also performs analysis of projects of regional significance submitted through the IGR process for consistency and/or support of SCAG's adopted regional plans and policies. This position reviews environmental impact reports; identifies and analyzes regional transportation impacts; and prepares recommendations. The IGR project manager coordinates and oversees the IGR Clearinghouse process.

This position reports to the Program Manager, RCP within the Environmental Division. This is a flexibly staffed position. Individuals may advance to the Associate level without competition once competencies are met and upon the recommendation of the supervisor.

Significant Duties include the following:

- Conduct intergovernmental reviews for consistency with the SCAG Regional Comprehensive Plan (RCP), Regional Transportation Plan (RTP) and Growth Visioning Compass Blueprint.
- Coordinate and oversee the clearinghouse process.
- Conduct outreach to local jurisdictions and other stakeholders to improve the effectiveness of the IGR process, including more updated information on the status of development project.
- Research, analyze, and interpret complex planning and environmental data related to initial studies, negative declarations and environmental impact reports for projects of regional significance.
- Coordinate the preparation of comments on projects of regional importance.

- Review IGR comments prepared by subregional council of governments for projects of regional significance.
- Research, analyze, and interpret complex planning and environmental data related to initial studies, negative declarations and environmental impact reports for projects of regional significance.
- Assist with other work in the division.

Minimum Qualifications

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban and regional planning, geography, environmental planning, or a related field. A Master's degree may substitute for one year of the required experience.

Experience and Training: **Assistant:** One year of urban or regional planning or policy experience. **Associate:** Two years of professional urban or regional planning experience that includes quantitative analysis of planning data.

Knowledge of: Theories, principles and practices of urban planning and development, and project impact analysis. **In addition, the Associate/ level requires working knowledge of:** environmental planning issues and transportation planning.

Ability to: prepare clear, effective, and accurate reports and presentations; develop working relationships with external stakeholders; respond to public requests and inquiries; plan and coordinate projects. **In addition, the Associate level requires working knowledge of:** analyze complex problems and identify logical solutions; administer the contracts of outside consultants and evaluate quality of work; independently investigate planning problems; facilitate groups with divergent viewpoints; gain cooperation and consensus through discussion and persuasion.

APPLICATION AND SELECTION PROCEDURE

Applicants **must** submit a completed SCAG application and **and** resume to:

Southern California Association of Governments

Attn: Human Resources Office

818 West 7th Street, 12th Floor

Los Angeles, California 90017
(213) 236-1910
(213) 630-1493 fax
www.scag.ca.gov

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

The most qualified applicants will be invited to participate in the selection process based on the application and résumé submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, pre-employment physical, alcohol and drug-screening and financial history may be conducted for certain classifications.
- Employees are required to serve a one-year probationary period before achieving regular status. Manager and director positions are employed through an annual contract.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$800 towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of experience.
- **Sick Leave:** Employees earn sick leave at the rate of one day per month.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 towards monthly bus pass, vanpool or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.

- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-four cities, 38,000 square miles and a population of 17 million. For more information on SCAG, please visit our website at www.scag.ca.gov.

SCAG is located in bustling downtown Los Angeles. Los Angeles (LA) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the LA Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown LA is easily accessible by Metrolink train, underground Metro, and bus.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.